

Nashville District

Human Resources Newsletter

"News You Can Use"

Issue 04-04-01
1 April 2004

The purpose of this newsletter is to keep Nashville District employees informed about personnel issues, concerns, and topics. You are encouraged to review the information and disseminate to your organization. If there are particular areas of interest that you would like to see addressed in future issues, an article of general interest, or general comments, please contact John Restey at 615-736-5538 or John.G.Restey@lrn02.usace.army.mil.

Coming Events:

TSP OPEN SEASON: April 15-June 30 2004

General News:

EMPLOYMENT VERIFICATION SERVICE (TALX)

The TALX is a **mandatory system for all Army employees**. This system is to be used anytime you need to have your **employment or salary verified by a third party**, such as when you apply for an apartment lease, car loans, mortgage, and other major loans. **YOU** will have control over who has access to this personal information. **YOU** can give this access to any organization (your bank, loan or credit institution, a background checking company, or even a prospective employer) that **YOU** authorize to obtain this information.

This system for requesting salary information is based upon the concept of a "**salary key**". The **salary key** is a code you establish for a specific verifier. The verifier can then go on line or call "The Work number" and using the code you create for them, they can have access to the information they need. A **salary key** is not needed for employment verification only.

To set up employment verification and/or a **salary key**, Dial 1-800-EMP-AUTH (1-800-367-2884) or go to <http://www.theworknumber.com/>

HUMAN RESOURCES WILL NO LONGER COMPLETE REQUESTS FOR VERIFICATION OF EMPLOYMENT OR SALARY.

This is not a Federal web site but a commercial web site contract by Department of Defense. This web site is used by many private corporations and federal agencies. Many of your verifiers will already have accounts set up with "The Work Number. "

You can obtain up to three **salary keys** at a time. Each key you establish will be for a specific verifier, which you will designate. If unused, the **salary key** will expire after six months.

If you use the web site listed above you will do the following:

Go to section entitled: "Employees"

Go to subsection: " Login"

Enter Company Code: **10365**

Click on "Continue"

Next enter your **Social Security Number** and your 4-digit Pin which is your **Month and DAY of Birthday** (MMdd format, for example March 12 would be entered as "0312".

You will be given choices to select for services. Those choices include: Giving someone proof of your employment AND income or Giving someone proof of your employment only. When you go into these items, you are also given step-by-step instructions to give to the verifier so that they can then go into this system to get the information they need. For questions and/or help in using this new system, please contact your District HR Office.



TheWorkNumber
Brochure 1.doc

CIVILIAN TRACKING SYSTEM (CIVTRACKS)

Army Commands, Activities and employees are reminded that all civilians (including contractor personnel) deploying to Operation Iraqi Freedom or other theaters of operation must register their (unclassified) deployment and subsequent movements in theater in CIVTRACKS. CIVTRACKS is a secure web site. Information and instructions for accessing CIVTRACKS are posted under the "Civilian Personnel" community in the Army Knowledge Online (AKO) Collaboration Center.

***Please refer questions related to CIVTRACKS-ONLY to
CIVTRACKS@asamra.hoffman.army.mil***

Health and Benefits:

SIGNIFICANT BILLS ON THE HILL EFFECTING FEDERAL EMPLOYEES

Two bills affecting federal employees were approved last week by the House Subcommittee on Civil Service and were forwarded to the full Committee on Government Reform for further action. One - H.R. 3751 - requires OPM to examine the best way to make dental and vision benefits available to federal employees, retirees, their qualified relatives, and other “appropriate classes of individuals.” If enacted, OPM would have until June 30th to advise Congress on specific benefits that could be offered, who should be eligible for the benefits, the estimated cost, and whether the benefits should be offered through the Federal Employees Health Benefits Program or some other program.
<<http://capwiz.com/govexec/issues/bills/?bill=5189551>>

The other bill - H.R. 3737 - increases the maximum amount of base pay for administrative law judges.

To follow these and other important bills go to:
<<http://capwiz.com/govexec/issues/bills/>>

Check out these:

<<http://capwiz.com/govexec/issues/bills/?bill=3441491&size=full>>

To amend chapter 89 of title 5, United States Code, to increase the Government contribution for Federal employee health insurance.

Bill # H.R.577

Food For Thought:

“Every pearl got its start irritating an oyster”

